

THESIS INITIAL SUBMISSION CHECKLIST

Please use this checklist to prepare your thesis and accompanying documents for email submission to the Office of Graduate Studies & Research (GS&R). The purpose of GS&R review is to ensure your thesis meets university standards and is acceptable for publication. Once GS&R approves your thesis, you will be provided with further instructions for submitting it for publication.

1. THESIS GUIDELINES

Make sure that you have obtained the thesis guidelines directly from the GS&R website and not from your department's website:

http://www.sjsu.edu/gradstudies/docs/thesis_guidelines.pdf

In your final semester, please check the guidelines for any updates. A thesis should be submitted to GS&R only in the semester that you intend to graduate after you have applied for graduation and after all members of your thesis committee have approved it. GS&R is not an editing service; theses must not be submitted with requests for early or pre-official submission editing or review.

2. TECHNICAL REQUIREMENTS FOR YOUR PDF

The thesis must be converted to PDF format for emailing to GS&R. Microsoft Word documents or other types of documents will not be allowed, since software compatibility is not guaranteed and the appearance of your thesis may be affected when it is opened by GS&R thesis reviewers. The following are the technical requirements for the PDF thesis file:

- You must embed the fonts that you use before you convert your manuscript to a PDF. This means that all of the font information that is used to make your document look the way it does is stored in the PDF file. No matter what type of fonts others have on their computers, they will be able to see the file as you intended it. For instructions on how to embed fonts, please visit:
<http://www.etdadmin.com/cgi-bin/main/createpdf?siteId=150#pdf9>
- You must make sure that there is no password protection on the PDF.
- You must make sure that your PDF's security settings allow printing and document changes.

3. REQUIRED DOCUMENTS AND INSTRUCTIONS FOR NAMING YOUR FILES

The following documents must be included in your email submission to GS&R. Please do not send your documents piecemeal and do not have your professors send parts of your submission on your behalf. It is your responsibility to gather and organize the required documents prior to submitting them to GS&R. Email submissions will be accepted from the student only.

- One PDF of your thesis saved as:
last name_ first name_ thesis.pdf

Please do not break up your thesis into multiple documents. Only one PDF attachment of your manuscript will be accepted. Make sure that your file size

is not so large that it will be impossible to open your document; access to any file size above 20MB may be difficult.

- One PDF of the Thesis Information Packet (http://www.sjsu.edu/gradstudies/docs/thesis_information_packet.pdf) saved as:
last name_first name_packet.pdf
- If applicable, one PDF of your IRB or IACUC approval letter (if your thesis uses data collected from human subjects or is based on research involving animals). Save the document as:
last name_first name_irb or iacuc.pdf
- If applicable, one PDF of all permissions to reproduce any copyrighted material in your thesis, saved as:
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Please scan multiple permission letters into one PDF document, with each permission clearly labeled at the top with the title of the corresponding item in the thesis (e.g., Figure 1 in thesis). You may either write this information by hand or type it for each permission letter. Please do not send multiple PDF attachments of your permission letters.

- Any additional supplementary files that you intend to provide as “in pocket” material for your thesis. Supplementary files are usually multimedia files such as audio or videos files. The file types may vary. If you are providing supplementary files, you should also provide a description of what they are in the body of the email.

Please do not include this checklist or any other extraneous documents in your email submission.

❑ 4. EMAILING YOUR THESIS SUBMISSION TO GS&R

Once you have prepared all of the materials described above, please email your submission to: thesis@sjsu.edu. **Do not** email your thesis to the thesis coordinator or any other GS&R staff member.

Include your name in the subject line of the email. You do not need to include any special message in the body of the email. However, if you indicated that you used departmental guidelines as your style guide on the Thesis Information Packet, please include a link to those guidelines in the body of the email. If you indicated that you used a journal format, please include links to the instructions for authors and a sample article from the journal, including the Literature Cited section of the article. If you referred to one of the commonly used style guides listed on the Thesis Information Packet, no further submissions are needed.

Avoid sending multiple emails when submitting your thesis materials. GS&R is not obligated to sort through multiple iterations to determine which version you would like us to review. Thoroughly proofread your thesis prior to submitting it to us, as post-submission edits will not be accepted. You will have the opportunity to make additional corrections once your thesis is approved by GS&R and prior to submitting it for publication. If your thesis is rejected by GS&R, a new submission with all of the required documents and an updated

Thesis Information Packet must be emailed to thesis@sjsu.edu the following semester by the posted deadline.

Deadlines are posted on our website: <http://www.sjsu.edu/gradstudies/thesis/deadlines/>
Late submissions will not be accepted and will not be reviewed for the given semester. In order to be considered, your thesis must be received by 5pm on the deadline day of the semester in which you intend to graduate and for which you have submitted to Graduate Admissions and Program Evaluations (<http://www.sjsu.edu/gape/>) an Application for Award of Master's Degree or a Graduation Date Change Request for Award of Master's Degree.

Please **do not** email your questions to the thesis submission address, as it is only used to receive your thesis submission (see #6 below for contact information if you have questions). You will receive an automated response confirming that your submission has been received. Further follow-up or confirmation with our office is not needed. The thesis coordinator will contact you if there is anything else that is needed or if we have any questions.

❑ 5. GS&R PROCESS

You will be notified of the outcome of our review via email approximately 5 weeks **after** the posted deadline – once GS&R has received and reviewed all student theses for a given semester – even if you submitted your thesis early. This time frame may vary slightly depending on how many theses we receive each semester. Please allow at least a month from the deadline date before contacting the thesis coordinator about the status of your thesis. Corrections and comments will be noted on the thesis itself, which will be sent back to you and your thesis committee chair in PDF format.

❑ 6. QUESTIONS AND CONTACT INFORMATION

Questions about the thesis review process and the thesis guidelines should be directed to:

Alena Filip
Thesis/IRB Coordinator - Office of Graduate Studies and Research
408-924-2479
Alena.Filip@sjsu.edu

Make sure that you **do not** send your official submission to the thesis coordinator, but to thesis@sjsu.edu

Please also note that neither the thesis coordinator nor any other GS&R staff will preview your thesis and accompanying documents to check that they are “okay” for submission or provide you with extensive technical support beyond what is provided on our website and in the guidelines; we regret that we will not be able to respond to students who email their thesis to GS&R staff in search of general feedback and editing prior to submitting their thesis to the thesis submission address. A careful reading of the thesis guidelines, familiarity with your style guide and software programs of choice, attention to detail, and consultation with your thesis committee members should be sufficient preparation.

Please do not hesitate, however, to contact the thesis coordinator in advance of the deadline if you have *specific* questions about your thesis submission or the thesis guidelines. In addition, you are encouraged to check our website at the beginning of the Fall and Spring semesters for the Thesis Workshop schedule if you need help:

http://www.sjsu.edu/gradstudies/thesis/thesis_events/